

# The **GALLERY** TRUST

A community of special schools



## **Bardwell Branch-Out Deputy Manager Candidate Information Pack August 2021**

Thank you for your interest in the post of Branch-Out Deputy Manager at Bardwell School.

Bardwell School is a community special school for children aged 2 – 19 years with severe learning difficulties and profound and multiple learning difficulties. Following current expansion of the school buildings, the school now has 102 pupils on roll.

We are passionate about students at Bardwell having their abilities recognised and celebrated, whilst receiving an excellent education. The staff team is committed to very high standards in relation to every aspect of our pupils' education. The school is values led, with every decision underpinned by its principles and values. These values include a positive reinforcement approach to behaviour management and a non-label led individualised approach to planning and delivering learning for all students.

Bardwell School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence, and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome. Our staff and students will be delighted to meet you!

Thank you again for your interest and we look forward to hearing from you.



*Matthew Selsdon*  
*Interim Head Teacher*

**Branch-Out Deputy Lead  
Full Time, Permanent**

**Grade 8.23: £27,741  
37 hours per week, 52 weeks per year**

**To start October 2021 (or as soon as possible)**

The role of the Branch-Out Deputy Lead involves assisting management with the overall running of the Branch-Out provision. Your role will involve building positive relationships with children and young people, supporting them to gain confidence and transferable skills to transition into adulthood. It will also include liaising with families and maintaining collaborative relationships with other professionals to support the wellbeing of the young people.

You will have the attributes to work across the whole provision, supporting both onsite, day trips and within the local community for a variety of out of school activities. You will be able to support children with complex health and medical needs, who may demonstrate physically challenging behaviour, so a resilient and instinctive approach in meeting the needs of our young people is essential.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment, which is innovative and in a role which is rewarding and fulfilling. We will provide you with induction and training, and the opportunity to join the Local Government Pension Scheme, one of the largest public sector pension schemes in the UK. This is an exciting time to join our team, having recently joined The Gallery Trust, we are further developing our curriculum and assessments and will soon be having a new hall and classrooms built to support further expansion.

The role will include administrative support for the provision, leading and managing sessions and deputising in the Branch-Out lead's absence. Some examples of our expectations include:

- A proactive, intuitive, and inclusive approach to daily tasks
- An appetite to learn in the role and develop necessary skills for the provision
- To have no inhibitions and bring enjoyment and fun to the role

#### Application Process

To apply for this post, please email [jobs@bardwell.oxon.sch.uk](mailto:jobs@bardwell.oxon.sch.uk) or telephone 07960.147.154 to request an application form and a job pack. You can also download an application form and job pack from our website [www.bardwell.oxon.sch.uk](http://www.bardwell.oxon.sch.uk)

Please submit your application form **by 5pm on Sunday 29<sup>th</sup> August 2021** to [jobs@bardwell.oxon.sch.uk](mailto:jobs@bardwell.oxon.sch.uk) or by post. Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.



# The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2022
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove@Longford Park, Banbury (satellite provision of Orion Academy)
- The Gallery@Longford Park, Banbury (resource base for mainstream students)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



Bardwell School is a community special school that caters for children aged 2 – 19 years. Students work in class groups where teachers differentiate learning for all students ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad skills-based curriculum, which can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood supports students onto further education and into employment.

Bardwell School benefits from a hydrotherapy pool that has recently been refurbished. All pupils access the pool for weekly swimming lessons, and pupils with physically disabilities and/or physiotherapy programmes attend additional weekly sessions as required.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that they know their child best. The wider multi-professional team at Bardwell includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nurse provision.



The school is also commissioned by Oxfordshire County Council to deliver a Short Break service, Branch-Out. This provision is highly regarded by parents and professionals. The provision is led by the Branch-Out Lead and Branch-Out Deputy lead and has a team of play workers. Branch-Out provide after school clubs, youth clubs and holiday provision.

Bardwell Branch-Out is a specialist provision in play and leisure activities for children and young people aged 5-19 with impairments in the Bicester area. Branch-Out believe that every child and young person has the right to freely chosen play within a dedicated and fully inclusive environment.

Bardwell Branch-Out runs three, weekly after school sessions and a weekly youth group session during term time. In addition, Branch-Out is commissioned to run four days a week across holiday timetables.

These services are accessible to families with children and young people with impairments. Bardwell Branch-Out is an open access provision, therefore families can self-refer. Families within Oxfordshire will be given priority over bordering-county families.

## **Branch-Out Deputy Lead Job Description**

### **Introduction**

The job description should be read in conjunction with the current School Pay and Conditions document and the provision of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Branch-Out Lead and/or Head Teacher. The Branch-Out Lead, Head Teacher, or other Senior Manager if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually, and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

### **Main Duties:**

#### **After School Clubs/Youth Groups:**

- Plan and co-ordinate one after school club session per week for young people aged 12-19
- Plan and co-ordinate one youth group session per week for young people aged 14 and above
- Plan and co-ordinate after school club sessions for young people aged 5-11 in the absence of the Branch-Out Lead
- Provide opportunities for young people to access the local community and facilitate inclusion
- Manage a staffing team during sessions, maintaining a dynamic and flexible attitude and leading by example
- Lead first aider, safeguarding lead and fire marshal during sessions
- Devise behavioural management plans relating to specific young people and advise and train staff on implementation of these plans

#### **Holiday Provisions:**

- Work alongside Branch-Out lead to:
  - o Plan and implement engaging, enriching and varied timetables for young people aged 5-19
  - o Manage all record keeping and documentation relating to holiday provision such as booking and enrolment forms
  - o Carry out thorough risk assessments of all new venues
  - o Lead holiday sessions managing up to 30 young people and a team of 13 play workers

### **Working with families:**

- Build a nurturing and enabling relationship with families, whilst maintaining professional boundaries
- Deliver information, advice, and support to parents/carers via a variety of communication channels
- Signpost families to services that can offer support
- Assist in referrals to agencies (social care, CAMHS, alternative provision)

### **Safeguarding and Child Protection:**

- Deputy DSL for Branch-Out provision
- Monitor concerns on CPOMS and follow up accordingly by communication with families and escalation to social care teams
- To ensure accurate recording of all concerns and actions taken
- Support staff to feel confident to report and record all concerns accurately
- Attend professional multi-agency meetings for service users (TAF/CIN/CP/ICPCC/Strategy meetings etc) providing accurate chronologies and evidence
- Lead and deliver safeguarding workshops for a team of playworkers and volunteers including themed workshops such as unhealthy sexual behaviours, exploitation and neglect

### **Team Management:**

- Work alongside Branch-Out lead to:
  - o Manage all aspects of employee's professional development including supervisions/performance reviews
  - o Lead team meetings
  - o Plan and run team training sessions annually, including play training, disability awareness, themed safeguarding workshops

### **Working with Young People:**

- Promote positive play opportunities
- Advocate on behalf of young people for inclusion in the community and wider society
- Support young people to manage emotions and behaviour
- Use team teach training to de-escalate situations where appropriate

### **General duties:**

- Work alongside Branch-Out lead to write and review policies and procedures relating to the service
- Record keeping of safeguarding concerns, young people enrolment details, accident/incident/behaviour records, medication record forms
- Liaise with a variety of professionals including social work teams, nursing teams, OCC commissioning team
- Ensure professional knowledge is up to date by attending frequent training sessions and courses
- To work in adherence with all Gallery Trust and OCC policies and procedures



- Work alongside school and community nursing team to ensure young people's shared care protocols are met
- Manage own timetable and diary, work flexibly to the needs of the service
- Social media management

**Lunchtimes:**

- Plan and provide resources for enriching and engaging lunch time activities for students at Bardwell school

**General Responsibilities:**

- To follow school and county guidelines for safe working practice to safeguard pupils and staff in schools, maintaining confidentiality and attending training as required. Including:
  - Reading and understanding Keeping Children Safe in Education (Part 1)
  - Following our Code of Conduct (see staff handbook)
  - Knowing and following our Child Protection/ Safeguarding Policy and procedures
  - Following procedures within our Whistleblowing Policy as appropriate.
- To be aware of and comply with Health and Safety legislation and policies of the school including;
  - Sign out and in at reception (when leaving the site)
  - Cooperate with health and safety requirements.
  - Report all defects on the maintenance forms and return them to the office.
  - Complete and action risk assessments for all potentially hazardous on/off site activities.
  - Use, but not misuse things provided for your health, safety and welfare.
  - Assess the risk - do not undertake unsafe acts.
  - Inform Head of Establishment of any "Near-Misses".
  - Be familiar with the emergency action plans for fire, first aid, bomb, security and off site issues.
  - Raise health, and safety and environmental issues with pupils.
- To promote the school and our pupils
- Any other class duties as directed by Headteacher, Deputy Headteacher, Assistant Headteachers or class teacher

**Selection Criteria  
Branch-Out Deputy Lead**

	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications	<p>Level 2 (GCSE or equivalent) in Maths and English or suitable equivalent experience</p> <p>Proficient in Microsoft 365 suite</p> <p>Level 2 Safeguarding or above</p>	<p>Team Teach trained</p> <p>Relevant qualifications or experience relating to SEN and/or impairments</p> <p>First aid trained</p>
Experience	<p>Experience of planning and implementing accessible opportunities</p> <p>Willingness to undertake all relevant training required for the post of deputy manager</p> <p>A positive advocate for children and young people</p> <p>Experience of working with or caring for children of relevant age</p> <p>Understanding of child development and learning</p> <p>Ability to relate well to children and adults</p> <p>Ability to self-evaluate learning needs and actively seek learning opportunities</p> <p>Ability to work flexibly, onsite, throughout the whole school and within the local community, meeting the needs of children and young people in a range of contexts</p> <p>Exceptional organisational and interpersonal skills</p> <p>Willingness and ability to undertake physical management of pupils, following appropriate training</p> <p>Willingness to undertake First Aid training and to attend to the medical, first aid and personal needs of pupils.</p>	<p>Understanding of relevant policies/codes of practice and awareness of relevant legislation</p> <p>Experience of working with or caring for children aged 5-19</p> <p>Experience of leading/managing a team</p> <p>Proficient in managing social media platforms</p>
Professional Knowledge & Skills	<p>Understanding of child development, impairments, and inclusivity</p> <p>Awareness of current initiatives, issues and legislation</p>	

	<p>Knowledge and experience of developing a purposeful learning environment and using a range of strategies to promote good behaviour</p> <p>Respect for pupils' social, cultural, linguistic, religious and ethnic backgrounds with an understanding of how these may affect their learning</p>	
<p>Personal Skills and Qualities</p>	<p>Strong commitment to raising standards</p> <p>High expectations of self and others</p> <p>Ability to establish and maintain positive relationships, including with parents</p> <p>Ability to remain positive and enthusiastic, including when under pressure</p> <p>Good communication skills</p> <p>Effective computing skills</p>	